

Workplace Alaska

Class Specification Health Facilities Survey Manager

Created:
08/05/2008 by mpalmateer
Finalized on:

AKPAY Code: K0057
Class Outline Cat: B
Approved by:

Class Code: PG0108
Class Range: 22
Class Status: Active

Category: Professional
Original Date: 08/01/2008

Class Title: Health Facilities Survey Manager
Use MJR Form: Standard

Original Comments:
Established, Health Facilities Surveyor Study. (KMurry)

Subsequent Revision Dates/Comments:
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 11-9111 **Census:** 02

Last Update Comments:

Definition:

The Health Facilities Survey Manager is responsible for managing the State's health care facility inspection, licensing, and Medicare/Medicaid certification program. This includes planning, organizing, directing, coordinating, and controlling health facility inspection, state and federal reporting, and imposing of sanctions; ensuring the efficient use of State resources; and supervising subordinate supervisory and/or advanced professional staff.

This is a supervisory job class with substantial responsibility for the exercise of independent judgment in employing, disciplining, or adjudicating grievances of subordinates.

Distinguishing Characteristics:

The Health Facilities Survey Manager is responsible for carrying out the policies, strategies, and decisions made by senior management. As the program manager, the incumbent participates in and provides recommendations for division strategic planning and policy development, controls facility survey activities, and sets unit performance measures and standards. The incumbent is responsible for examining and modifying staffing levels and workflow to improve the unit's performance. The incumbent works with management-level representatives to coordinate and improve workflow and relationships between the facility survey program and other State, federal, local, and nongovernmental organizations. The incumbent regularly works with department executives, senior management, and federal representatives to communicate facility survey goals and needs, recommend modifications to regulations and statutes, and align unit goals with division goals and federal requirements.

Health Facilities Survey Manager is distinguished from Health Facilities Surveyor II by the latter's responsibility for coordinating and conducting the ongoing training of, or for supervision of, Health Facilities Surveyors I.

Health Facilities Survey Manager is distinguished from Certification & Licensing Consultant by the latter's responsibility for serving as a subject matter expert on licensing and survey protocols, statutes, and regulations, providing technical and professional assistance, expertise, and consultation.

Health Facilities Survey Manager is distinguished from Certification & Licensing Administrator by the latter's responsibility for management and supervision of the division's licensing and certification of medical/health facilities and of community-based homes and programs.

Examples of Duties:

Functional Area: Program Management

Develop short- and long-term goals for the Health Facility Survey program based on department and division policies and strategies. Communicate policies, strategies, goals, and tactics to subordinates, administrators of licensed and/or certified health care facilities, and representatives of other State, federal, local, and nongovernmental organizations.

Develop, implement, evaluate, and modify tactics to achieve strategic goals.

Prepare and submit annual budget requests to efficiently provide program services; including personal services costs, supplies and materials costs, equipment and machinery costs, indirect costs, and other necessary expenditures.

Monitor program expenditures to ensure spending stays within budgeted allocation. Notify senior management, accounting staff, and subordinates when unanticipated situations arise that will impact ability to maintain fiscal restraint. Prepare, recommend, and justify necessary changes to allotted budget, supplemental awards, or cost reductions.

Regularly examine policies affecting the Health Facilities Survey program and determine if revising, abolishing, or establishing new policies would improve operational efficiency; draft and propose changes.

Review policy proposals from other program managers and assess their potential impact on the Health Facilities Survey program; work with other managers to develop changes that will work effectively for everyone.

Regularly examine the structure and relationships of the Health Facilities Survey positions. Structure positions and functions in a manner that optimizes economy, productivity, efficiency, and organizational effectiveness; design and control positions so that they are structured clearly without overlapping duties, fragmentation of work processes, or unnecessary positions; structure positions to encourage career development, allow cross-training, and ensure a balance between employees at different levels of development.

Functional Area: Facility Survey

Serve as primary program representative to the Centers for Medicare and Medicaid Services (CMS). Consult with CMS when serious noncompliance issues are observed. Respond to questions, concerns, and proposals from CMS regarding survey determinations, survey schedules, complaint investigations, and changes to statutes or regulations.

Provide information to health care administrators and personnel to assist them in understanding and meeting State and federal regulations and statutes.

Maintain currency in professional specialty area, trade literature, federal and State regulations and directives, and lab and health care industry changes.

Knowledge, Skills and Abilities:

Considerable knowledge of the principles, practices and current developments of health care delivery and management systems.

Considerable knowledge of State and federal laws, regulations and standards related to health care administration.

Considerable knowledge of a health care professional specialty, such as Nursing, Medical Technology, Dietetics, Sanitation, Social Work, or Health Administration.

Considerable knowledge of the principles of health care related administrative management including organization, planning, staffing, training, budgeting and reporting.

Ability to analyze health facility data and operations in terms of management and operational controls, systems and procedures, to assess them critically, to clearly articulate findings verbally and in writing, and make recommendations for changes.

Ability to independently perform and direct surveys of facilities and programs to evaluate conformance with standards.

Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel and others contacted in the course of the work.

Ability to organize, evaluate and present oral and written information effectively.

Minimum Qualifications:

Graduation from an accredited school of nursing or a bachelor's degree from an accredited college in medical technology, chemistry, physical science, institutional management, clinical nutrition, food and nutrition services, environmental health, social work, public health, health care administration, the medical or biological sciences, or a related field;

AND EITHER:

Three years of professional experience conducting on-site inspections and reviews to analyze and evaluate a variety of health care facilities and programs, or home/community based care programs, to determine compliance with State and federal laws and standards governing State licensure and/or Medicare/Medicaid certification requirements.

OR

Three years of professional experience in the supervision or management of health or social services programs. The required experience includes work such as: a supervisor, assistant manager, or manager in a program providing facility or community-based services to at-risk populations (e.g., child placement agency, home health agency, nursing facility, rural health clinic); or in a hospital, assisted living program, long term care facility, or health facilities certification and licensing unit.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Have you graduated from an accredited school of nursing or do you have a bachelor's degree from an accredited college in medical technology, chemistry, physical science, institutional management, clinical nutrition, food and nutrition services, environmental health, social work, public health, health care administration, the medical or biological sciences, or a related field:

AND

Do you have three years of professional experience conducting on-site inspections and reviews to analyze and evaluate a variety of health care facilities and programs, or home/community based care programs, to determine compliance with State and federal laws and standards

governing State licensure and/or Medicare/Medicaid certification requirements?

Or Substitution:

Have you graduated from an accredited school of nursing or do you have a bachelor's degree from an accredited college in medical technology, chemistry, physical science, institutional management, clinical nutrition, food and nutrition services, environmental health, social work, public health, health care administration, the medical or biological sciences, or a related field:

AND

Do you have three years of professional experience in the supervision or management of health or social services programs? The required experience includes work such as: a supervisor, assistant manager, or manager in a program providing facility or community-based services to at-risk populations (e.g., child placement agency, home health agency, nursing facility, rural health clinic); or in a hospital, assisted living program, long term care facility, or health facilities certification and licensing unit.